

22 October 1981

MEMORANDUM FOR: Chief, Printing and Photography Division, OL

STAT FROM :
Chief, Plans, Programs and Systems Staff
Printing and Photography Division/ OL

SUBJECT : Agency Micrographics Program

Harry:

1. Per your request, this memorandum contains a brief outline of the Agency Micrographics Program. Attached to the memorandum are excerpts from the existing Federal Property Management Regulations (FPMRs) and Agency Regulations.

2. The Office of Information Science (OIS) currently has one GS-13 project officer to administer the micrographics program, as defined in the FPMR. No new initiatives have been started in the past year and a half.

3. Basically the program breaks down into the following categories:

- a. Review and approve new projects. (Printing and Photography (P&PD) handles all new Computer Output Microfilm (COM) projects. OIS, along with P&PD or other production elements, handle new source document projects. Deputy Director Operations (DDO) handles all their internal COM and source document projects.)
- b. Audit the program. (This isn't currently being done.)
- c. Develop and maintain an inventory of applications and equipment. (OIS has an outdated equipment inventory. P&PD has an inventory of their applications.)
- d. Review and approve acquisition of micrographics equipment. (Currently being done by OIS.)
- e. Issue internal regulations and procedures for the program. (None in the last two years.)
- f. Inspection of permanent microform. (Isn't currently being done.)

- g. Provide systems analysis and cost effective analysis of proposal micrographics systems. (Not currently being done.)
- h. Provide training on micrographics systems/applications. (OIS conducts once a year training.)
- i. Interaction with other members of the Intelligence Community. [] will be asked to chair the Intelligence Information Handling Committee (IHC) Micrographics Working Group.) (Nothing is currently being done.)

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4. It is interesting to note in excerpts for the current Headquarters Regulations (attached) that [] gives OIS more authority than [] which is their own regulation.

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5. If P&PD were given the program with the appropriate regulation authorities for application and equipment review and approval authority, some initial consolidation efforts could be achieved.

6. If you have any questions on the program or on what is currently being done, please see me.



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Attachments

Federal Property Management Regulation (FPMR) 101.1 -11.5 Micrographics

Agency Program Responsibilities

- a. Assign responsibility for review and approval of all micrographics systems to a specific office or official.
- b. Issue internal regulations and procedures for approval and disapproval of applications.
- c. Issue procedures for evaluating the continued efficiency and effectiveness of micrographics systems and applications.
- d. Review/audit ongoing micrographics systems.
- e. Develop and maintain an inventory of applications and equipment.
- f. Disseminate all NARS Publications containing micrographics information.
- g. Conduct a systems analysis including a cost/benefit analysis prior to the decision to establish a micrographics system.
- h. Review and approval by the program manager of all micrographics equipment acquisition.
- i. Inspection - Master films of permanent record microforms and records microfilmed to dispose of the original record shall be inspected every two years of their scheduled life.

AGENCY REGULATIONS

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RESPONSIBILITIES

1. The Deputy Director of Administration is responsible for issuing guidelines, plans, and objectives which constitute the Agency Micrographics Program. He will appoint the Agency Micrographics Officer (OIS) to audit the program in his behalf.
2. The Director of Logistics (Printing and Photography Division) will operate a micrographics reproduction facility for the Agency and will provide technical guidance on the procurement and operation of micrographics equipment.

PROCEDURES

1. Proposals for utilizing microphotography will be submitted on Form 3239 Microfilming Proposal for Evaluation to the Directorate or Independent Office Records Management Officer for approval. The Records Management Officer will keep the Agency Micrographics Officer appropriately informed.
2. Requests for procurement and turn in of micrographics equipment will be submitted on appropriate forms to the Director of Logistics through the Directorate or Independent Office Records Management Officer and the Agency Micrographics Officer.

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RESPONSIBILITIES

1. The Director of Logistics (Printing and Photography Division) is responsible for:

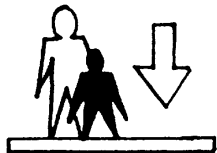
(g) Keeping informed of new developments in the graphics arts field and assuring the application of new techniques in resolving Agency printing problems whenever economics and improvements can be effected thereby. Coordinating necessary Agency-financed research in this field (exclusive of micrographics, which is the responsibility of the Agency micrographics officer.)

APPROVALS

2. (c) Micrographics equipment and services - Agency Micrographics Officer.

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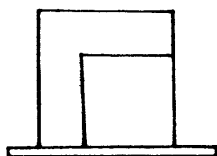
BENEFITS OF A CONSOLIDATED MICROGRAPHICS FACILITY



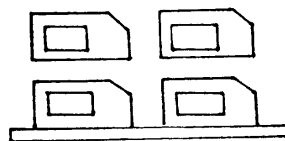
REDUCE
PERSONNEL
• 5 - 6.5 slots



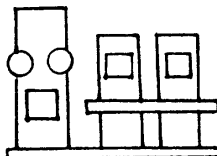
SUPPLY COST
SAVINGS
• BULK PURCHASES +
PURCHASING FOR ONLY
ONE COMPONENT.



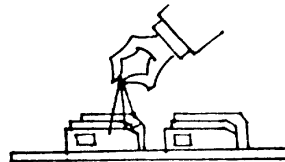
REDUCE
SPACE
• 3941 sq. ft.



MORE UNIFORM
MICROGRAPHICS
PRODUCTS



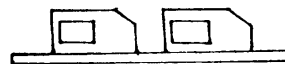
BETTER
EQUIPMENT
UTILIZATION



BETTER CONTROL
OVER MICROGRAPHIC
ARCHIVAL PRODUCTS



ONE STOP
SERVICE
• FULL SERVICE
PRODUCTION



ELIMINATION OF
DUPLICATE FILMING



REDUCED ANNUAL
OPERATING COSTS

GENIGRAPHICS (One Foot = 6 slides)

	<u>35mm</u>	<u>9 1/2 inch</u>
November		
11-17	42=7	34
4-9	66=11	45
October		
28-31	204=34	122
21-27	234=39	111
13-19	12=2	93
7-13	54=9	126
September		
30-6	54=9	79
22-29	84=14	213
16-22	12=2	86
9-15	24=4	92
2-8	54=9	144
	<hr/>	<hr/>
TOTALS	840	1145
Proportion	(76 average)	(104 average)
<i>Proportion</i> ANNUAL TOTALS	(3952)	(5408)

Vugraphs

36 Average ^{EX} including two large months

1872 Annual

-Com Center-

September 1 through November 22

Total for Design and Presentation is 1408 = *Dissemination*

Total for ODP is

593 = *Dissemination/Tellgraph*
2001 = *2000 Vugraphs*

BENEFITS OF RELOCATING GENIGRAPHICS FROM NFAC TO P+PD/OL

- EXPANDED SERVICE FOR ENTIRE AGENCY
- INCREASED UTILIZATION OF EQUIPMENT
- INCREASED PRODUCTION CONTROL THRU
● IMAGE CREATION AND FILM PROCESSING
COULD BE PERFORMED IN ONE DIVISION.
BOVING
- INTERFACE BETWEEN GENIGRAPHICS
AND THE P+PD DICOMED MAY BE
DEVELOPED IN THE FUTURE FOR
HIGHER QUALITY PRODUCTS.

Chart comparing 2

De+Gen. reported to be 1 NFAC
workload for Documedia greater
as study

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